

## Acceptable Use of Technology Agreement/ Internet Use Permission Form for Elementary Students

### **Purpose:**

This document outlines the general requirements for Howard County Public School System (HCPSS) Acceptable Use of Technology Policy 8080 (<http://www.hcpss.org/board/policies/8080.pdf>), describes the provisions for independent Internet use and collaborative applications, and the responsibilities of users of technology and the Internet. We request that you review and discuss this document with your child, sign it, and return it to the school.

### **Acceptable Use of Technology:**

HCPSS technology is intended for instructional use and school-related business. It is not intended for commercial, profitable, religious, or political use, except as such uses are permissible and authorized under Policy 10020 Use of School Facilities by Non-School Groups. HCPSS technology is available for personal use so long as the use does not interfere with student or employee work, cause disruptions to the school or work environment, result in additional costs, or violate HCPSS policies or applicable laws.

### **Acceptable Use of Internet:**

Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. Internet services are to be used in a responsible, efficient, ethical, and legal manner. Students in grades pre-K through 8 may access approved online resources.

### **Collaborative Applications:**

HCPSS is using a number of technology tools to enhance instruction and educate students about safe and effective practices when interacting online. Students may be using web-based collaborative applications to create and post their work to the Internet. Examples of these tools include but are not limited to Glogster EDU, Google™ Apps, Wikispaces, and Edublogs. These tools are appropriate for use in educational settings and are being used by educators around the world.

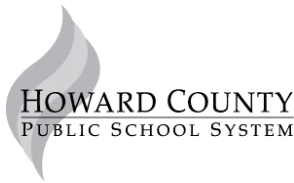
All web-based collaborative application activities are designed to protect student privacy. Teachers who use these tools establish a semi-closed community, where participants involved in the project can read and/or post. Anonymous usernames allow the teacher and other students to identify the author, but maintain anonymity if viewed by guests such as parents. Furthermore, the teacher will constantly be monitoring for appropriateness.

### **Responsibilities of Users:**

Please review the Responsibilities of Users section below. Inappropriate use as outlined below will result in the temporary or permanent termination of technology access privileges, in addition to any applicable disciplinary action in accordance with Policy 9200, Discipline or financial obligation.

### **Acknowledgement:**

We are asking for you and your child to discuss and sign this form, as well as review the Howard County Public Schools Acceptable Use Policy: 8080. By signing this form, you are acknowledging receipt of the provisions of the Acceptable Use of Technology policy.



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HCPSS owns various types of technology. Some examples include:

1. Laptops
2. Desktops
3. NetBooks
4. Handheld Student Response Systems
5. Mobile Devices
6. Interactive Slates

### Responsibilities of Users

ALL STUDENTS using HCPSS technology must comply with the following:

1. Students are responsible for their behavior when using school system technology.
2. Students will handle school system technology carefully.
3. Students may not reveal personal information about themselves or others, such as home phone numbers, addresses, or social security numbers while using the Internet.
4. Students will only login to school system technology using their assigned username and password.
5. Students will keep their password to school system technology private.
6. Students may not plagiarize or copy the work of others.
7. When gathering information from the Internet, students will give credit to the original source.
8. Students will only use programs and websites that their teacher has assigned to them.
9. Students may not create, open, download, save or print files, images or messages that are inappropriate.

Some examples are:

- a. Show the use of weapons, violence, bad, mean, or hurtful words;
  - b. Encourage use of illegal or harmful products such as tobacco or drugs;
  - c. Encourage clubs or gangs;
  - d. Hurt others' feelings;
  - e. Bother others; and
  - f. Are impolite or disrespectful.
10. Students may not install software on school system's technology.
  11. Students who do not follow these rules risk losing the privilege of using the school system's technology.

I have read the Acceptable Use of Technology Agreement/Internet Use Permission Form and acknowledge receipt of the provisions of Policy 8080 Acceptable Use of Technology.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Student's Name Here: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Parent / Guardian's Name Here: \_\_\_\_\_